



Head of Library Programs & Community Engagement

Pay Grade: 4

Starting Salary: \$47,151- \$53,000 per year, commensurate with experience

Status: Full-Time, Exempt

Hours/Schedule: 37.5 hours per week, some evenings and weekends required

Benefits: Paid Time Off, Paid holidays, Retirement plan with 3% match, Medical, Dental and Vision benefits

Cooper-Siegel Community Library, and its branch in Sharpsburg, serve nearly 30,000 residents in six diverse municipalities that make up the Fox Chapel Area School District. Both libraries provide free access to information, education and recreation through high-quality collections, programs and services. Our mission is to cultivate a community of lifelong learners.

Organizational Relationships

Reports to: Executive Director

Supervises: LSA II – Programming (2), Local History Specialist (1), Adult Outreach Specialist (1), Youth Services Specialist/Librarian (2), Adult & Youth Services Librarian (1)

Position Summary

This position is primarily an administrative role that supports, coordinates, and evaluates the programming and outreach services provided by library staff, community partners, volunteers, and presenters. The person in this position also serves as the coordinator of the library's participation in community events. As part of the Management Team, this person participates in developing library-wide policies and procedures and serves as the Lead on designated days and weekends.

Shared Management Team Duties & Responsibilities

- Cooperates as a team member and supports the library service model by providing an excellent patron experience.
- Supports delivery of a consistent experience that reflects the uniqueness of our libraries' diverse communities.
- Interprets library policies and procedures for public and staff.
- Participates in hiring, supervising, training, developing, and evaluating staff.
- Maintains positive relations with the community and library staff.
- Collaborates with other members of the library management team to coordinate shared projects.
- Regularly meets with other library managers to ensure open lines of communication, provide updates on library services, and review operational updates and changes.

- Participates in library-wide planning and decision making as a member of the library management team.
- Assumes a leadership role to address emergency situations, as required.
- Serves as librarian-in-charge during evening and weekend hours, on a rotating basis, supervising all library staff and operations; assists in any library service as required.
- Participates as a member in work and activities of professional associations and/or countywide committees.
- Stays up to date on professional developments through participation in professional organizations, system meetings, workshops, and continuing-education opportunities.
- Reads professional literature.
- Models exceptional customer service at all Public Service Desks.

Essential Responsibilities

- Synchronizes the various types of library programming and outreach by leveraging the skills, talents, and energy of the programming provided by staff, paid presenters, community partners, and programmatic volunteers to engage our community in life-long learning.
- Facilitates and integrates conversations with programming staff and other stakeholders to create policies and procedures for programming and community engagement that support best practices.
- Reaches out to populations in underserved communities to identify, pilot, and establish outreach-based library service delivery models that further engagement and address barriers to library use and literacy.
- Works to increase the library's visibility and broaden awareness of what the library offers to the community.
- Works in close collaboration with the Communications and Marketing Specialist on coordinating marketing efforts and promotions for all library programs and services.
- Motivates and leads a high-performing programming team, requiring periodic check-ins and annual performance evaluations, fostering a success-oriented, accountable environment.
- Provides performance evaluation reports to other managers on any personnel working in the department to be added as a component to their annual performance evaluation.
- Identifies continuing education opportunities for staff development in best practices for programming, engagement, and outreach.
- Schedules and coordinates Library tours and class visits.
- Provides timely and accurate statistical analysis and prepares narrative reports for management and Board review.
- Coordinates the various staff who supervise volunteers connected to programs and outreach, including teen and adult programming volunteers, DIY Lab volunteers, and ESL volunteers.

Required Education and Experience

- Master's degree in Library and Information Science from an ALA-accredited school or program or Master's degree in Education is required
- At least three years' experience planning, presenting, and coordinating programs and events in a public library or similar organization for children, teens, and adults
- Prior personnel management experience

Required Skills, Knowledge and Abilities

- Ability to supervise and coordinate a team of both direct reports and other staff members so that everyone feels supported, mentored, and encouraged to learn and grow in their roles
- Exceptional planning, organization, leadership, and time management skills
- Ability to work independently, organize, and prioritize work; respond to varied/changing work demands and make decisions as required; demonstrate initiative
- Knowledge of best practices and emerging trends in library services, especially in programming and community engagement
- Knowledge of how to scaffold programs for different age groups and abilities
- Exceptional internet and computer skills, including Microsoft Office 365 products
- Advanced knowledge of integrated library systems, Sierra preferred
- Ability to work well with people, to make decisions, to keep accurate records
- Strong interpersonal and communication skills
- Ability to travel between library facilities on a regular basis
- Ability to maintain and foster cooperative and courteous working relationships with the public, co-workers, and supervisors

Required Behavioral Competencies

- Passionate about public service and being an essential connection of learning and ideas between the library and the community
- Work well in a team environment and independently
- Demonstrates integrity and trustworthiness
- Dedicated to exemplary customer service
- Quick and continuous learner
- Good decision maker
- Willingness to accept and cope effectively with ambiguity and change
- Self-starter and motivator

Physical Requirements and Work Environment

- This position requires frequent walking, sitting, bending, stooping, crouching, kneeling, or crawling, standing for long periods, and using hand or fingers to manipulate, touch, or handle.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 65 pounds.
- The work environment noise level is typical of a moderately noisy standard business office with equipment running, outdoors in normal urban setting.
- Vision abilities required by this job include near and far vision, depth perception, and color differentiation.

Tools and Equipment commonly used to perform this job includes

- Computer
- Printer
- Scanner
- Copier

Additional Comments or working conditions not listed above

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Submittal of current PA Criminal Background Check, PA Child Abuse and FBI Fingerprinting clearances required at time of hire.

To apply for this position, send a cover letter, resume, and three professional references to Sara Mariacher, Interim Executive Director, at mariachers2@coopersiegelcommunitylibrary.org. No phone calls, please.